



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

| 1. <u>Announcement Number</u> | 2. <u>Title, Series, Grade, Salary</u> | 3. <u>Tour of Duty</u> | 4. <u>Duty Station</u> |
|---|---|-----------------------------|---|
| MP-09-0252-PP | Program Support Assistant (070710) GS-303-7 \$40,075 to \$52,099 per annum (Based on full-time employment) | 8am – 4:30pm M-F | Business Office, Portland Division |
| 5. <u>Type & Number of Vacancies</u> | 6. <u>Contact</u> | 7. <u>Opening Date</u> | 8. <u>Closing Date</u> |
| Permanent 1 Full-time position | Human Resources Assistant 503-273-5236 | 06/23/09 | 07/13/09 |

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- VEOA (Veterans Employment Opportunities Act) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position which include knowledge of enrollment procedures and processes following VHA guidelines, thorough knowledge and ability to use VistA, ability to create database reports of tracking and analysis, and overall Business Office duties.

MAJOR DUTIES:

Incumbent provides assistance to the Enrollment Supervisor in performing financial and administrative functions and/or evaluation of enrollment program characteristics. Obtains, organizes, and retrieves reports, numerical data, and correspondence for use in preparing status reports, monthly reconciliations, and internal processes. Acts as a technical advisor for administrative functions within the Enrollment Office as well as coordinating data transfers throughout the VA integrated system. Analyzes data to determine potential problem areas and makes recommendations to correct these areas and to improve coordination of services within the various units and/or services at the VA Medical Center, Portland, Oregon. Incumbent must possess knowledge of pertinent Veteran Health Administration (VHA) directives, policies, guidelines and procedures. Knowledge of enrollment activities and policies, as well as a thorough knowledge of Veteran Health Information & Technology Architecture (VistA) applications related to Enrollment functions including admit, discharge, transfer, decedent affair, registration and beneficiary travel. Incumbent must possess the skills necessary to apply this knowledge in helping to develop local policies and procedures as well as training programs for Enrollment Office staff. Incumbent routinely encounters problems and challenges that require analysis and resolution, often without previously defined solutions. Incumbent will be trained to use qualitative and/or quantitative methods to assess effectiveness and improvement of complex processes. Awareness and understanding of overall Enrollment Office, Business Office, Veteran Integrated Service Network (VISN) and Medical Center goals and objectives are critical to the successful accomplishment of the duties assigned to this position. Incumbent must possess a sound working knowledge of word processing, electronic spreadsheets, data base computer application, etc, in order to produce and maintain a variety of required reports and documents. Incumbent must possess a sound knowledge of statistical (mathematical) principles and computer literacy to the degree that the incumbent is able to help develop databases, retrieve data and provide appropriate reports. Incumbent must possess a general working knowledge of the organizational and interdepartmental relationships. Incumbent must be able to maintain cooperative, effective relationships with a wide variety of individuals. Incumbent will grow in knowledge and skill in planning, organizing and coordinating team work as well as learning the importance of effective negotiation with staff from different disciplines as well as all levels of Medical Center management in order to begin to implement changes.

THIS POSITION IS IN THE BARGAINING UNIT

(Continued on next page)

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-303, Clerical and Administrative Support series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level, GS-6. Specialized experience includes, but is not limited to positions such as a Program Assistant and/or Computer/IT Assistant positions with extensive knowledge of management and/or program analysis technical rules, guidelines, regulations, and precedents, and knowledge of the basis objectives and policies governing various management or program operations. The incumbent possess sound knowledge of statistical (mathematical) principles and computer literacy to the degree that the incumbent is able to help develop databases, retrieve data and provide appropriate reports.

Substitution of Education for Experience: Generally not applicable.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to the rating factors may result in your application receiving a less than desirable rating.

1. Knowledge of policies, procedures and regulations pertaining to eligibility and entitlement for benefits.
2. Ability to demonstrate good judgment and logic in solving problems and function independently.
3. Ability to plan, organize and adjust to fluctuating assignment and workloads and work with various individuals to track tasks through completion.
4. Demonstrated skills in interpersonal relations, telephone etiquette, and working with the public and customer service.

CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Applicants without prior federal service will be appointed at step one of the grade
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 07/20/09)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due 07/20/09)
4. OF 612, Resume and/or MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

Other VA Permanent Employees must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal](#)

<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612

2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

Non VA Applicants must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

All application packets must be received in Human Resources by Close of Business (COB) on 07/13/09 (except as noted above). Application forms may be obtained in Human Resources Office or on our external website, <http://www.visn20.med.va.gov/Portland/mc/hr>.

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-09-0252-PP

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**